

Job Description: QESH Coordinator

General information / Position in the organization			
Job Title	Quality Environmental Safety & Health (QESH) Coordinator	Version	Rev.1
		Date	10/02/2018
		Job Code	B-QESH C
Location	NewCold – Burley		
Department	Burley – Quality Environmental Safety & Health		
Reports to	Site Manager		
Direct Reports	N/A		
Team Members	Operations Manager, Finance & HR Manager, Customer Service & Stock Manager, IT – WMS Super User		

Job Purpose / Job context
<ul style="list-style-type: none"> To effectively manage the Quality, Environmental, Safety & Health functions on site and provide a level of service in line with customer requirements and legislation, at a level of cost agreed in the budget. To create and develop a professional culture on site, in line with our values and ensure that a positive attitude to Health & Safety is embedded within the team on site.

Key Result Areas	Responsibilities and Accountabilities
Business objectives	<p><i>Intended results</i></p> <ul style="list-style-type: none"> Reporting to the Site Manager (with a dotted line to the QESH Manager), the Quality, Environmental, Safety and Health (QESH) Coordinator is accountable for the implementation and maintenance of QESH programs for NewCold Burley. This is to include but is not limited to programs, policies and procedures that require federal, state and local compliance and promote continual improvement within the company. The QESH Coordinator must provide leadership, direction and support necessary to promote compliance with all applicable federal, state and local laws/ regulations . This position will also work to continuously improve standards to meet or exceed relevant internal and external QESH standards in a manner consistent with sound business practices . To create and develop a professional culture on site, in line with our values and ensure that a positive attitude to Health & Safety is embedded within the team on site. A NewCold culture is apparent on the site resulting in employee engagement and a safe and healthy work environment is maintained always. <p><i>Responsibilities & Core Tasks</i></p> <ul style="list-style-type: none"> Responsible at all times for promoting a safety culture and awareness across the site. Manages and implements QESH policies and procedures. Responsible for the development of site training materials that support QESH policies and procedures. Promotes employee awareness of QESH through training and continual side-wide communication. Develops, implements and maintains QESH performance measurement programs including tracking and reporting progress. Manages the site accident and injury investigation program and conducts accident and injury investigations to identify root causes and eliminate potential hazards and reoccurrences.

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	<ul style="list-style-type: none"> • <i>Participates in equipment installation and set-up to assist in design for safety, health, and environmental principles.</i> • <i>Set up of site emergency response plans</i> • <i>Ensure NewCold Burley employees are trained, certified in compliance with rules, legislation and customer requirements.</i> • <i>Conducts employee orientations by providing new hires and transferred employees with required Quality, Environmental, Safety and Health training.</i> • <i>Compliance with all regulatory agencies required or voluntary including but not limited to OSHA, EPA, FDA, FSMA, C-TPAT, BRC, etc.</i> • <i>Acts as liaison officer for the external authorities and insurance inspectors regarding safety, security, claims, accidents, investigation and other issues.</i> • <i>Conducts and documents regular Safety, Environmental and Quality Audits of the facility to ensure compliance with rules, procedures and regulations.</i> • <i>Maintains, develops and anchors relationships with all external and internal stakeholders related to QESH.</i> • <i>Documents safety and environmental data for required company and regulatory reporting.</i> • <i>Support Behaviour based QESH programs on site.</i> • <i>Advises and assists the site's management, production leaders and employees manage risks regarding Safety and Health.</i> • <i>Conduct risk analyses for the site and implement mitigation plans</i> • <i>Monthly reporting of results according to NewCold standards.</i> • <i>Trend analyses on results and plan for improvement.</i> • <i>Assist in preparation of the annual quality management review.</i> • <i>Supply and maintain required PPE for employees.</i> • <i>Maintain points of contact with the customer's QA department.</i> • <i>Ensure the site's certifications and accreditations are fulfilled and up to date.</i> <p><i>Additional tasks</i></p> <ul style="list-style-type: none"> • <i>Assisting the operation as required by the site, including:</i> <ul style="list-style-type: none"> • <i>Share best practice and standards with colleagues in other Newcold sites, and join collaborative projects</i> • <i>Working with the managers on improvement initiatives to reduce cost and/or improve service</i> • <i>Continually look for opportunities for improvement</i>
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Quantitative information/ Scope of the job / Degree of supervision / Authorization levels

Performance Monitors

- *Newcold Burley QESH KPI's*
- *Burley Site Certifications and Accreditations maintained*
- *Annual Performance Review*

Decision level

- *The decision level of this function must be in line with the corporate governance and business unit agreements. This decision process at all times must be followed unless decided differently by board and shareholders.*

General

- *This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*

Salary Range:

- \$50,000 - \$60,000 / year

Requirements: education and experience

Educational Requirements

- *Bachelor's Degree in an appropriate field of study*
 - *Occupational Health*
 - *Hazardous Materials Handling*
 - *Industrial Safety*
 - *Industrial Hygiene*
 - *Safety Engineering*
 - *Environmental Science*
- *Or equivalent experience*

Experience Requirements

- *2+ Years of experience in a light industrial and/or warehousing environment*
- *2+ years of experience in Quality, Environmental, Safety & Health*
- *The candidate's experience should include the knowledge of OSHA, EPA, NIOSH, ANSI, NFPA, BRC, VPP, and First Aid*